

**MISSION STATEMENT**

*The mission of the Housing and Community Development Division is to provide Community Development Block Grant (CDBG) and HOME Program funding to municipalities and other subrecipients not eligible for direct United States Department of Housing and Urban Development (HUD) funding so they can develop viable communities and to primarily benefit low and moderate income people.*

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
REGULAR MEETING  
JANUARY 10, 2018**

**DRAFT MINUTES**

**MEMBER OR ALTERNATE**

**REPRESENTING**

**\*\*\*\*\*PRESENT\*\*\*\*\***

Jeanine Guy	Buckeye
Lana Mook	El Mirage
Brannon Hampton	Goodyear
John Carnero	Tolleson
Rui Pereira	Wickenburg
Margaret Chittenden	Youngtown
Jacki Taylor	District 1
Bill McAllister	District 2
Sam Crump	District 3
Tony Gutowski	District 3
Ed Kientz	District 4
Ira McCullough	District 4

**\*\*\*\*\*ABSENT\*\*\*\*\***

Chris Riggs	Gila Bend
Ricardo Vital	Guadalupe
Marshall Hunt	District 2
Martin Quezada	District 5
John Gomez	District 5

**\*\*\*PUBLIC PRESENT\*\*\***

Andrea Marquez  
Jessica Perry  
Kathy Valenzuela  
Noel Schaus

**\*\*STAFF PRESENT\*\***

Rachel Milne  
Carl Morgan

**1. CALL TO ORDER**

Chairperson Rui Pereira called the meeting to order at approximately 6:30 PM.

**2. ROLL CALL AND ESTABLISHMENT OF QUORUM**

Carl Morgan took roll call. 12 members were present including 3 members attending by phone. A quorum was established.

**3. MINUTES OF OCTOBER 11, 2017 MEETING**

Ed Kientz made a motion with a second by Margaret Chittenden to approve the October 11, 2017 meeting minutes. The motion passed unanimously by voice vote.

**4. TOWN OF GILA BEND- COMMUNITY CENTER, DG1602, REQUEST FOR:**

- **\$250,402 IN CONTINGENCY FUNDS**
- **WAIVER OF CDAC POLICY ON REALLOCATION REQUESTS IN EXCESS OF 30% OF THE CONTINGENCY FUND**
- **REVISED IMPLEMENTATION SCHEDULE**

Assistant Director Rachel Milne introduced this agenda item. This item includes a request to waive the CDAC Policy Manual requirement that requests for additional funding do not exceed 30% of the current unallocated fund balance. Staff is in support of the requested waiver due to the following:

- The CDBG program's annual expenditure deadline is on April 30. The County has a significant amount of funds on hand and is working with all the Urban County cities and towns with active projects to meet the April 30 deadline. Gila Bend moving forward and expending significant funds before April 30 is a key part of the County's plan to meet the deadline.
- The unallocated fund balance is currently \$760,000 and will increase due to at least two projects that are expected to be completed this year coming in under budget.

Kathy Valenzuela, the Town of Gila Bend Social Services Director and Grant Writer presented the Town's request for additional funds and to revise the implementation schedule for the Community Center project. This project expands the kitchen and dining room, adds showers, and renovates the bathrooms to be ADA accessible.

The Town completed the construction bid process. The bids came in more than \$250,000 over budget. The significantly higher cost for labor and materials is most likely due to the rebuilding work after the recent natural disasters in the US and Puerto Rico.

The building currently serves 9,000 senior meals a month and 5,000 after school meals. There are no grocery stores in Gila Bend. Between food boxes, brown bag lunches, and a farmer's market, another 8,000 bags of food are provided monthly. 70-80 seniors receive a senior meal daily, brown bag meals assist 200, and 50-60 children receive an after school meal daily.

The Town is able to contribute \$20,000 towards the additional cost. The Town is requesting \$250,402 in additional funds, and to change the project completion date from May 31, 2018. to August 15, 2018.

Jacki Taylor moved, with a second by Brannon Hampton to

- to waive the CDAC Policy Manual requirement that requests for additional funding do not exceed 30% of the current unallocated fund balance
- recommend the Board of Supervisors allocate \$250,402 in additional funding for construction of the Community Center expansion,
- approve the revised implementation schedule with the project completion date of August 15, 2018.

The motion passed unanimously.

Jacki Taylor recognized and applauded Kathy and the Town for all the work they do to assist their residents and provide the services that are a key part of the Town's social service safety net.

#### **5. REVIEW OF 2018-19 URBAN COUNTY CDBG FUNDING REQUESTS**

Application notebooks including photos and engineer's estimates (as applicable) were distributed to each member at the start of the meeting. There were a few corrections to the electronic versions of the applications that were emailed to CDAC earlier this week.

- The Catholic Charities application was missing letters of support.
- The El Mirage application package was missing a map.
- The Rebuilding Together application package was missing a map.

PDF versions of these revised applications will be emailed to CDAC. The application notebooks include the items listed above.

Catholic Charities Community Services- Emergency Host Home: \$330,000 is requested to acquire a single family home in the Goodyear area. The home will be used by Homeless Youth Connect to provide short term housing for homeless youth, primarily boys, up to about 30 days until a host family is able to take in the youth. The funding is for acquisition and rehab of the home only. Homeless Youth Connect will use other resources to provide the housing program in the home. Over \$120,000 in other funds is being provided for the project, mostly to operate the homeless youth program over 5 years. This is a new applicant that will get the full 10 points for not having received funding in the past 3 years.

City of El Mirage- Sidewalk Retrofit: \$400,000 is requested to replace existing ADA sidewalks throughout the City. A minimum of 70 existing ramps will be replaced with new ramps that meet the current ADA standards. If the bids come in low enough, the funds will be used replaced more than 70 ramps. \$32,000 in other funds are being provided for project design and construction management.

Town of Gila Bend- Papago Street Reconstruction: The Town is requesting \$542,223 to reconstruct Papago St from Dodson to Johnny St. and from Euclid to Martin Ave. Papago St. is the main street used by local residents. The post office, Library, Community Center, and Fire Department are all located on Papago. The post office doesn't deliver mail in Gila Bend, so all residents need to go to the post office to pick up their mail. The Town is providing \$70,000 in other funds for reconstruction of the street.

Town of Guadalupe- Pavement Replacement Phase VI: \$568,780 is requested to reconstruct four residential streets. This is the same funding request from last year that wasn't funded. The project is a priority for the Town. Guadalupe has assessed the condition of all the streets and now has a street maintenance plan in place. The project budget includes \$6,400 for waived fees.

Rebuilding Together Valley of the Sun- Safe at Home Program: Rebuilding Together is requesting \$25,000 to complete an assessment and home safety improvements for 50 elderly homeowners in the Town of Guadalupe. Improvements include bathtub grab bars, shower safety mats, toilet seat risers, and interior or exterior doorway ramps. The project provides over \$200,000 in other resources for the repair and rehab of the homes. Rebuilding Together is a new applicant that would get the full 10 points for not having received funding in the past 3 years.

City of Tolleson- Owner Occupied Housing Rehabilitation: \$325,000 is requested to fund the rehabilitation of about 5 owner occupied, single family homes. The City has an

emergency repair program and has identified numerous homes that have major rehab issues that are beyond the scope of the existing program. Funds would be used to complete electrical, plumbing, and other major home repairs. The City has a Redevelopment Plan. The project will be located in the City's redevelopment area where dilapidated structures are identified as one factor in the Redevelopment Plan. Over \$90,000 in other funds will be contributed to the project for construction and hazardous materials testing. The rehab loans will be secured with a lien on the property that is forgiven at the end of the loan period. Tolleson hasn't received funding in over 3 years and would receive 10 points under 'Recently Awarded Funding.

Town of Wickenburg- Wickenburg Alleyway Project: \$100,000 is requested to pave four existing alleys in the older, original townsite area. The existing alleys are dirt. Question 2 identifies the alleys to be improved and the traffic count for each. The project includes \$25,000 in other funds, mostly for construction of the alleys. The project may use recycled asphalt material.

Town of Youngtown- Sidewalk Improvement Phase II: \$500,000 is requested to install new sidewalks throughout the northern part of the Town. The map in the application package show the proposed locations of the new sidewalks. This is the second part of the project that was partially funded last year. The Town will contribute \$50,000 in their own funds for construction of Phase II the new sidewalks.

The CDAC decided that the applicants will have 5 minutes to do their presentations on the 31<sup>st</sup> and CDAC will start with 5 minutes for the question and answer time. The CDAC also requests that presenters provide a copy of any handouts they plan to use during their presentation to staff for distribution to CDAC a week before the meeting.

Discussion of the allocation process included:

- Scoring Sheets:

- o Paper copies of the scoring sheet are in the back pocket of the application notebooks. An electronic version of the scoring sheet will be emailed out to the CDAC members.
  - o Members can use the paper or electronic version (Excel), and either the individual sheets for each application or the summary sheet that lists all 8 applications on one page.
  - o CDAC members should turn in their scoring sheets by 5 PM Tuesday, 2/6. Members can take a picture of the scoring sheet(s), email the electronic version, or whatever other method they choose.
- CDAC members representing a city or town should not score applications for their own city.
  - Staff will provide the scoring for Past Performance and Recently Awarded CDBG Funding.

## **6. DISCUSSION OF OPTIONAL JANUARY 17 CDAC SITE TOUR**

Following a brief discussion of the applications and what could be viewed during a site tour, the CDAC decided that they would not conduct a site tour of any of the 2018-19 applicant projects as a group. Members were encouraged to visit the sites individually.

## **7. STAFF ANNOUNCEMENTS**

- The County is working to meet the CDBG expenditure deadline at the end of April. Staff is working with applicants to get funds expended to meet the deadline. Staff is interested in prioritizing funding for projects that are truly shovel ready.
- The next CDAC meeting is scheduled for Wednesday, January 31, 2018.

8. **CALL TO THE PUBLIC**

There were no comments from the public.

9. **ADJOURNMENT**

Having no further business before the Committee, the meeting was adjourned at approximately 7:45 PM.